

Mobile Phone & Photograph Policy

Effective Date: 01/09/2026

Review Date: 01/09/2027

Purpose

This policy sets out clear expectations for mobile phone use by both staff and pupils at Just Learn Independent School to ensure the safety and welfare of all children in our care.

1. Staff Mobile Phone Use

1.1 Core Principles

Staff personal mobile phones cannot be used when in the presence of children, on the premises or when on outings.

1.2 Storage and Access

- All mobile phones will be kept in a secure place throughout contact time with children.
- Mobile phone calls may only be taken at staff breaks or in staff members' own time.

1.3 Emergency Contact

- If you have a personal emergency, you are free to use the setting's phone or make a personal call from your mobile in the designated staff area of the setting (Staff Room).
- Staff must ensure that managers have up to date contact information and that staff make their families aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

1.4 School Outings

- During group outings nominated staff will have access to the setting's mobile phone, which is to be used for emergency purposes only.

1.5 Photography and Recording

- Mobile phones will not be used to take pictures of children.
- Staff are aware that when on outings, or in the setting, they must not use the mobile phone to take photos.
- Only school-owned devices should be used for photographing children.

1.6 Compliance

- If this policy has been agreed and signed, and not adhered to, disciplinary procedures will be followed.

2. Pupil Mobile Phone Use

2.1 Mobile Phone-Free Environment

In line with updated statutory guidance in Keeping Children Safe in Education 2026, Just Learn Independent School operates as a **mobile phone-free environment**.

2.2 Restrictions on Pupil Use

Pupils are not permitted to access or use mobile phones during:

- Lessons
- Breaktimes
- Lunchtimes

2.3 Storage Arrangements

- Pupils who bring mobile phones to school must hand them in to reception staff upon arrival
- Phones will be stored securely and returned at the end of the school day
- The school accepts no responsibility for loss or damage to pupils' mobile phones

2.4 Exceptions

Exceptions to this policy may be made only in the following circumstances:

- Where a pupil has a specific medical condition requiring phone access (to be agreed in writing with parents and documented in the pupil's care plan)
- In exceptional circumstances agreed in advance by the head of school.

2.5 Sanctions

Failure to comply with this policy will result in:

- First offence: Phone confiscated and returned at end of day; parents informed
- Repeat offences: Phone confiscated and only returned to parent/carer; further sanctions in line with school behaviour policy

3. Use of Children's Photographs and Images

3.1 Legal Framework

We will follow the General Data Protection Regulation and Data Protection Act 2018 when taking and storing photos and recordings for use in the school.

3.2 Permitted Uses

We will use photographs:

- To record your child's progress and inform key worker observations
- To record events and outings that the children participate in
- For display purposes, with your permission
- As evidence of the activities and outings we provide, to show Ofsted during an inspection

3.3 Prohibited Uses

We will not take photographs:

- When your child is not fully clothed or dressed in an appropriate way for the activity provided
- When your child is in the toilet/bathroom area
- We will not send photos of children via mobile phones, fax or as an attachment to a text or Microsoft outlook message

3.4 External Publications

When photographs are taken at events/outings, pictures of your child may be used in external publications (for example, Local Authority publications or educational association publications) only with explicit parental consent.

Appendix 1 – Student Induction Pack.

4. Parental Consent

Photography Consent Form

I understand the above information regarding the use of photographs.

- ☐ I agree for my child's photographs to be used as outlined in section 3.2
☐ I do not agree for my child's photographs to be used

Child's Name: _____

Parent's Name: _____

Parent's Signature: _____

Date: _____

External Publications Consent

- ☐ I agree for my child's photographs to be used in external publications
☐ I do not agree for my child's photographs to be used in external publications

Child's Name: _____

Parent's Name: _____

Parent's Signature: _____

Date: _____

5. Policy Review

This policy will be reviewed annually or in response to any changes in statutory guidance.

Date compiled: 1st September 2026

Next review date: 1st September 2027